

2 March 1964

MEMORANDUM FOR: Miss Bertha

Could you please get me the following:

a. A report on the date and present grade of all people in the SP career service.

b. Data that the Office of Personnel has on what kinds of jobs negroes have and how they stand gradewise.

c. Data on fitness reports in the Office of Personnel similar to the listing on page 2 of the Office of Personnel Monthly Report for December 1963.

d. A copy of the Comptroller's memo of 15 October 1963 which asks everyone to conform T/O's with ceiling, and a report on how things stand.

Thank you very much.

Inspector

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